



Public Works: Serving You and Your Community

National Public Works Week: May 15 - 21, 2011



THE CITY OF
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“We’re Putting San Diego to Work!”

Welcome to the 3rd Annual

Potential Bidders Conference

May 18th, 2011



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Agenda

- Need for contractors, consultants
- Capital Improvement Program (CIP) Opportunities
- FY 2011 CIP Opportunities
- FY 2012 CIP Opportunities
- Contract/Project Delivery Methods
- Bid List
- Contact Information
- Q & A Booths



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The City Needs You!

- We can't do it alone!
- Vendors
- Contractors
- Subcontractors
- Consultants
- Win-win situation!



➤ Especially in current economic climate



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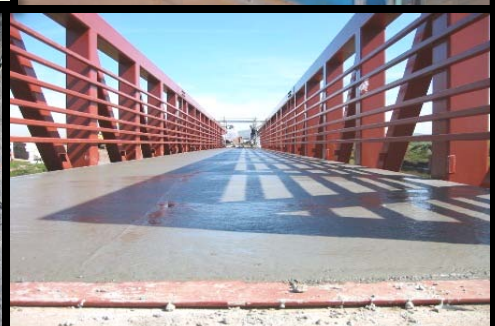
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CIP Opportunities

Capital Improvements Program "CIP"



The CIP is the long-range plan for all individual capital improvement projects and funding sources



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CIP Opportunities Capital Improvement Projects



Unique construction projects that provide tangible long-term improvements or additions of a fixed or permanent nature such as land, buildings, and infrastructure.



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CIP Opportunities

By Department	Prior Years	FY12 Proposed	Future Years	Total
Airports	\$14.4M	\$3.4M	\$15.8M	\$33.6M
Chief Financial Officer	\$38.1M	\$0	\$0	\$38.1M
Environmental Services	\$109.2M	\$5.7M	\$19.0M	\$133.9M
Fire-Rescue	\$39.9M	\$3.0M	\$90.8M	\$133.7M
General Services	\$68.7M	\$0.2M	\$194.1M	\$263.0M
Library	\$198.4M	\$0.7M	\$141.3M	\$340.4M
Park & Recreation	\$288.5M	\$6.0M	\$407.6M	\$702.2M
Police	\$20.7M	\$1.8M	\$6.1M	\$28.7M
Public Utilities	\$1,549.1M	\$200.5M	\$1,355.2M	\$3,104.8M
QUALCOMM Stadium	\$1.5M	\$0	\$3.8M	\$5.3M
Real Estate Assets	\$0.5M	\$0.1M	\$0	\$0.6M
Transportation & Storm Water	\$1,191.2M	\$32.0M	\$1,262.3M	\$2,485.5M
Total CIP	\$3,520.2M	\$253.4M	\$3,496M	\$7,269.8M



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FY 2011 CIP Opportunities



SLBE Program Launched in FY 11

67 Projects Under \$500,000

\$18.2 Million
(total project costs)

**SD Small
Contracts**



Sdsmallcontracts.com



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FY 2011 CIP Opportunities



Number of
Projects
Awarded:

118*

45% Increase
over FY 2010

Dollar Value:
\$450 Million

90% Increase
over FY 2010



Number of
Projects
Completed in
Preliminary
Engineering:

103

Consultant Opportunities

Dollar Value:
\$166 Million



Number of
Projects
Completed in
Design:

237

Contractor Opportunities

Dollar Value:
\$548 Million



Number of
Completed
Construction
Projects:

154

Dollar Value:
\$527 Million

**Includes 9 emergency contracts*



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FY 12 CIP Opportunities





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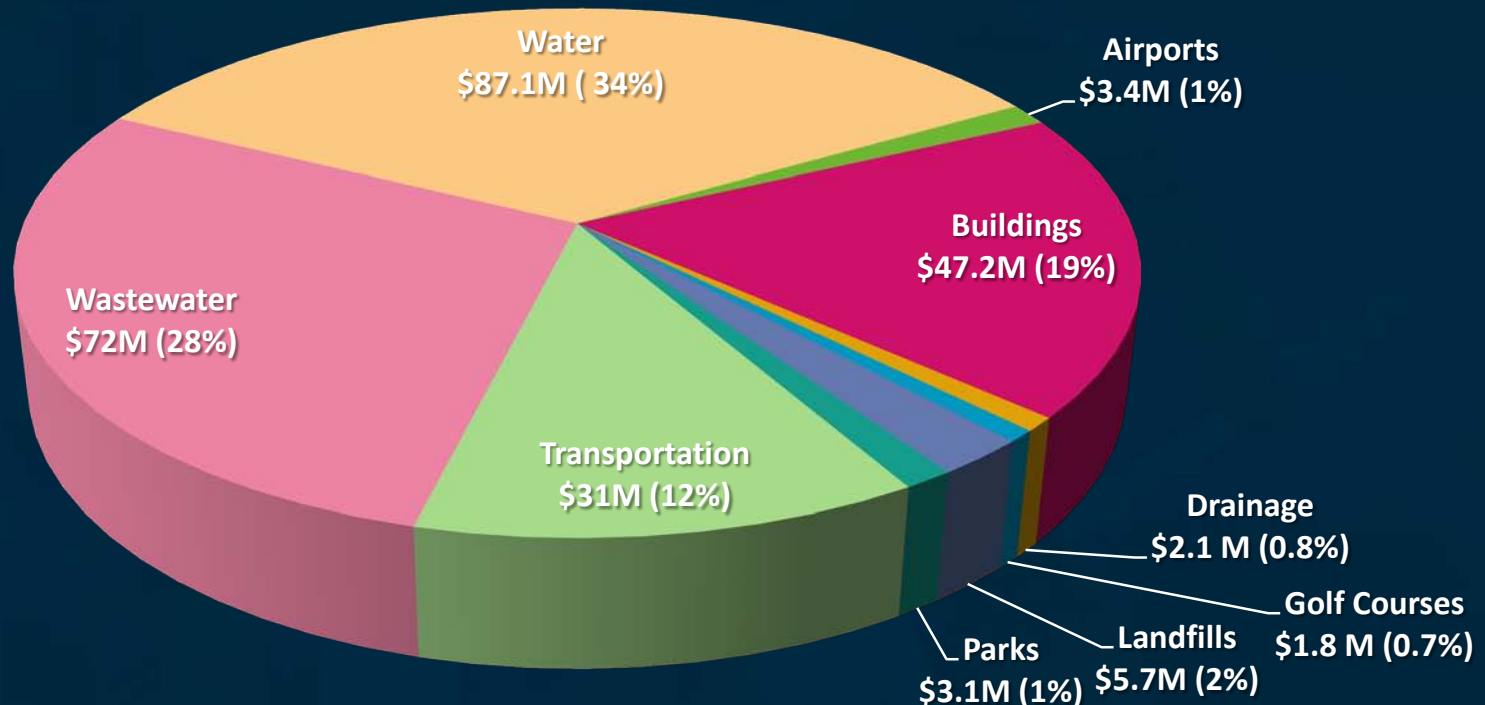
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FY 12 Proposed CIP by Project Type

Budget - \$253.4 Million





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FY 12 CIP Opportunities

Airports	\$3.4M	1%
Buildings	\$47.2M	19%
Drainage	\$2.1M	0.8%
Golf Courses	\$1.8M	0.7%
Landfills	\$5.7M	2%
Parks	\$3.1M	1%
Transportation	\$31M	12%
Wastewater	\$72M	28%
Water	\$87.1M	34%
Total FY 2012 Proposed CIP Budget	\$253.4M	



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FY 12 CIP Opportunities

Construction Contracts

- Over 120 projects
 - Estimated total dollar value:
 - \$350- \$400 Million
- Over 65 projects under \$500,000
 - Estimated Total Dollar Value
 - \$18-\$20 Million



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Consultant Opportunities

As-Needed:

- Civil Engineering Services
- Landscape Architectural Services
- Golf Course Landscape Architectural Services
- Architectural Services
- Mechanical Engineering Services
- General Environmental Support Services



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Capital Improvement Projects Deliverable Methods



Design-Bid-Build



Design-Build (MACC)



General Requirements Contracting (GRC)



Emergency Contracting



Construction Manager at Risk (CMAR)



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Bid List of Upcoming Construction Projects

City of San Diego Engineering and Capital Projects 2011 UPCOMING PROJECTS for BID May 2011					
PROJECT	CONTRACT TYPE	ASSET TYPE	ESTIMATED TOTAL CONSTRUCTION COST	BEGIN OF BID PROCESS	
La Jolla Shores Dr. Sidewalks	Design Bid Build	Transportation	\$33,000	June-2011	
ROOSEVELT MIDDLE SCHOOL	Design Bid Build	Parks	\$218,822	June-2011	
Mission Neighborhood Park Playground Upgrades	Design Bid Build	Parks	\$441,500	June-2011	
Gemessa and Mar Vista ADA Sidewalk	Design Bid Build	Transportation	\$18,400	June-2011	
Gemessa/Mar Vista SE Corner Sidewalk	Design Bid Build	Transportation	\$51,000	June-2011	
Sevier Group 714	Design Bid Build	Sewer	\$2,021,047	June-2011	
19th STATION LA JOLLA ROAD BRIDGE	Design Bid Build	Buildings	\$115,000	June-2011	
19th St. Tunnel to Jolla Road Bridge	Design Bid Build	Transportation	\$118,958	June-2011	
PS Group III - Sevier Force Mains	Design Bid Build	Sewer	\$4,053,500	June-2011	
Capitola Mt. Rd. Water Main Protection	Design Bid Build	Parks	\$502,000	June-2011	
Gemessa Ave from Dennis to Mt Herbert	Design Bid Build	Transportation	\$245,969	June-2011	
Alvarado St. Ph. II 11/12 EPA	Design Bid Build	Sewer	\$6,332,599	June-2011	
ADAMS AVENUE PEDESTRIAN COUNTDOWN INDICATORS	Design Bid Build	Transportation	\$24,222	June-2011	
Cabrero Mt. Water Main Protection	Design Bid Build	Water	\$1,014,500	June-2011	
POLICE MID CITY COMM. CTR. HVAC	Design Bid Build	Buildings	\$174,000	June-2011	
MID CITY POLICE STATION ROOF RIP	Design Bid Build	Buildings	\$220,000	June-2011	
Rectory Park Station Roof Replacement	Design Bid Build	Buildings	\$21,200	June-2011	
MVP Rehab of Runway 10L/08R	Design Bid Build	Airport Assets	\$3,638,000	June-2011	
Vista Terrace Pool Roof Replacement	Design Bid Build	Parks	\$150,000	June-2011	
POOL VISTA TERRACE PARK 2011 A THEY	Design Bid Build	Parks	\$192,841	June-2011	
Water Group 909	Design Bid Build	Water	\$320,400	June-2011	
SE14 - 1st & W. 2nd Sts. (2011) (2011)	Design Bid Build	Sewer	\$1,101,901	June-2011	
SE14 - 1st & W. 2nd Sts. (2011) (2011)	Design Bid Build	Sewer	\$1,101,901	June-2011	
SE14 - 1st & W. 2nd Sts. (2011) (2011)	Design Bid Build	Sewer	\$1,101,901	June-2011	
SE14 - 1st & W. 2nd Sts. (2011) (2011)	Design Bid Build	Sewer	\$1,101,901	June-2011	
CASA DEL PRADO HVAC	Design Bid Build	Parks	\$108,000	June-2011	
CASA DEL PRADO ROOF RIPS	Design Bid Build	Parks	\$1,203,450	June-2011	
Park City 75 11/12 EPA	Design Bid Build	Sewer	\$4,451,000	June-2011	
Tony Pines / La Jolla Blvd Ph-3	Design Bid Build	Water	\$1,210,317	June-2011	
LANGUAGUE ACADEMY/ARONZELMA ELEM J.U.	Design Bid Build	Buildings	\$900,000	June-2011	
Grand Ave Sidewalk	Design Bid Build	Transportation	\$151,450	June-2011	
AZALEA PARK ARTISTIC ENHANCEMENT	Design Bid Build	Transportation	\$240,000	June-2011	
LA JOLLA MESA DRIVE SIDEWALK	Design Bid Build	Transportation	\$132,903	June-2011	
MVC Access Road Drainage Improvements	Design Bid Build	Sewer	\$110,000	June-2011	
Pipeline Rehabilitation P-1	Design Bid Build	Sewer	\$5,217,930	June-2011	
View West Neighborhood Park - ADA	Design Bid Build	Parks	\$625,000	June-2011	
MID-CITY PEDESTRIAN COUNTDOWN INDICATORS	Design Bid Build	Transportation	\$41,730	June-2011	
Lower City Reservoir Emergency Outlet Improv	Design Bid Build	Water	\$1,010,000	June-2011	
Sewer & Water Group 792	Design Bid Build	Sewer	\$2,444,600	June-2011	
Sewer & Water Group 792	Design Bid Build	Water	\$1,233,000	June-2011	
Pipeline Rehabilitation M-1	Design Bid Build	Sewer	\$3,105,000	June-2011	
La Cresta Storm Drain Pipe Replacement	Design Bid Build	Storm Water Drainage	\$244,000	June-2011	
CHOLLAS COMMUNITY PARK	Design Bid Build	Parks	\$2,600	July-2011	
Rancho Bernardo Wetland Boardwalk - Lan	Design Bid Build	Transportation	\$63,840	July-2011	
31ST STREET & IMPERIAL AVE TRAFFIC SIGNAL	Design Bid Build	Transportation	\$187,672	July-2011	
Saban Blvd & Rimbey Ave New Sidewalks	Design Bid Build	Transportation	\$533,239	July-2011	
PTL Sedimentation Basins Eguia Reflatash	Design Bid Build	Sewer	\$6,620,000	July-2011	
REHABILITATION POOL OUTLET & LIGHTED CROSSWALK	Design Bid Build	Transportation	\$102,500	July-2011	
POOL M&M JR. 500 ACAD/10K/10K/10K	Design Bid Build	Buildings	\$193,000	July-2011	
Pipeline Rehab - Phase 2 (Lateral)	Design Bid Build	Sewer	\$3,350,000	July-2011	
Scorpio Ranch Pump Station Upgrade	Design Bid Build	Water	\$17,232,900	July-2011	
28th St. & Tenth Sts.	Design Bid Build	Transportation	\$18,754	July-2011	
NEIL GOOD DAY/CHERRY/2011/2011	Design Bid Build	Buildings	\$115,000	July-2011	
6922 El Capitan Blvd ADA Improvements	Design Bid Build	Transportation	\$33,160	July-2011	
Alvarado Canyon Rd. Dr. Road Replacement	Design Bid Build	Parks	\$322,000	July-2011	
Cinema Del Sol Recreation Center - ADA	Design Bid Build	Parks	\$633,000	July-2011	
Hip Ave from Green Day to Hollister	Design Bid Build	Transportation	\$142,278	July-2011	
28TH STREET IMPROVEMENTS	Design Bid Build	Transportation	\$1,195,231	July-2011	
CHILDRENS POOL LIFEGUARD WITH REST.	Design Bid Build	Buildings	\$1,334,000	July-2011	
Shedden Police Station Electrical	Design Bid Build	Buildings	\$140,000	July-2011	
Miramar WTP - Contract D	Design Bid Build	Water	\$1,420,000	July-2011	
Scorpio Ranch Pump Station Rep/Rebuild Rpl	Design Bid Build	Water	\$1,900,000	July-2011	
Sewer Group 838 (B, C, D)	Design Bid Build	Sewer	\$6,284,421	July-2011	
ALTA LA JOLLA DRIVE DRAINAGE REPAIR PHASE II	Design Bid Build	Storm Water Drainage	\$2,630,842	July-2011	
Pacific Greenhouse CO	Design Bid Build	Parks	\$6,180,000	July-2011	
SKYLINE DRIVE IMPROVEMENTS	Design Bid Build	Transportation	\$1,110,100	August-2011	
WESTVIEW PARK SHADE STRUCTURE	Design Bid Build	Parks	\$55,920	August-2011	
ADULTS TRN 6132413/427/427/427/427	Design Bid Build	Buildings	\$1,95,120	August-2011	
NORTH TORREY PARK RD GEMESSA AVE TO TOR	Design Bid Build	Transportation	\$3,375,127	August-2011	
NORTH & SOUTH SIDE RIDGEHAVEN SIDEWALK	Design Bid Build	Transportation	\$288,044	August-2011	
Green Bay Dr from 18th to Rimbey	Design Bid Build	Transportation	\$1,81,650	August-2011	
TALBOT STREET & BLUE RESTORATION	Design Bid Build	Transportation	\$2,400,000	August-2011	
CASA DEL PRADO HVAC	Design Bid Build	Transportation	\$1,400,000	August-2011	



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ENGINEERING & CAPITAL PROJECTS

Sub-Contracting Opportunities

Yes, you can do business with the City of San Diego!

• Park/Tot Lot/Playground

Play Equipment/Installation, Demo Concrete, Excavation, Earth Work, Clearing Asphalt Paving, Erosion Control, Plumbing/Building, Seeding (Hydroseeding), Grading, Signage, Roofing, Surveying, Concrete, Irrigation, Site Furnishings, Resilient Surfacing, Striping, Electrical (site and building), Haul Sand, Engineered Woodchips

• Transportation/Streets

Saw-cut and Demolition, Signage, Import and Place Topsoil, Landscape, Street Sweeping, Traffic Control, Lighting, Traffic Signals

• Pipeline (Water/Sewer)

Environmental Monitoring, Sampling and Analysis for SWPPP, Erosion Control, Hazardous Waste Monitoring/Transport and Disposal, Concrete Work, Paving, Slurry Seal, Crack Seal, Milling, Demolition, Saw-cut, Preconstruction Video, CCTV and Cleaning for Sewer Mains, Micro Tunneling/Boring, Manholes, CIPP Lining, Traffic Signals/Loops, Landscape, Hydroseeding.

• Landfill

Lining, Trucking, Surveying, Slurry Seal, Storm Drains, SWPPP, Erosion Control, Concrete Work.

• Traffic Signals/Lighting

AC patching, Concrete Work, Micro tunneling/boring, Erosion Control, Paving, Traffic Control

• Drainage Systems

Concrete Work, Chain Link Fence, Striping, Signage, Pavement, Demolition, Milling, Survey and Monuments, Storm Drain Structures (Clean Outlets, Inlets), Electrical.

Visit Our Website

www.sandiego.gov/bids-contracts

Call Purchasing and Contracting
619.235.6000

Project Related Questions
619.533.4579



Sub-Contracting Opportunities



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Questions about CIP?



See staff in
construction vest



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Contact Us

(619) 533-4207

engineering@sandiego.gov

or visit

www.sandiego.gov/engineering-cip

Thank You



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Small Local Business Enterprise Program (SLBE)

Debra Fischle-Faulk

Administration Department
Equal Opportunity Contracting Program



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Program Intentions

- Further the City's public interest to foster effective broad-based competition from all segments of the contractor, consultant & vendor community
- Race and gender neutral tool to ensure all segments of local business community have reasonable & significant opportunity to compete
- Additional avenues to develop new capacity and competition on City contracts





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Definitions

● ***Local Business Enterprise (LBE)***

- A firm having a Principal Place of Business and a Significant Employment Presence in San Diego City or County, California that has been fully operational for 12 consecutive months. This definition is subsumed within the definition of Small Local Business Enterprise and Emerging Local Business Enterprise.

● ***Emerging Business Enterprise (EBE)***

- For profit enterprise, not broker, independently owned and operated;
- Not a subsidiary, not dominant in field of operation;



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Definitions

- ***Emerging Business Enterprise (EBE) Cont'd***
 - Average gross annual receipts in last 3 fiscal years do not exceed:
 - ***\$2.75M - Construction; \$1.5M - Spec. Constr.***
 - ***\$1.5M - Goods/Mat'l/Svcs; \$1M – Trucking***
 - ***\$750K – Prof. Svcs./Architect & Engineering***
- ***Small Business Enterprise (SBE)***
 - For profit enterprise, not broker, independently owned and operated;
 - Not a subsidiary, not dominant in field of operation;



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Definitions

● *Small Business Enterprise (SBE) Cont'd*

- Average gross annual receipts in last 3 fiscal years do not exceed:
 - *\$5.0M - Construction; \$3.0M - Spec. Constr.*
 - *\$3.0M - Goods/Mat'l/Svcs; \$2.0M – Trucking*
 - *\$1.5M – Prof. Svcs./Architect & Engineering*
- California State certified Micro-business enterprises satisfy requirement;
- California State certified Disabled Veteran owned business enterprises satisfy requirement;
- Protégés enrolled in City's Program satisfy requirement



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Major Public Works

● *\$1 Million and above*

- Mandatory subcontractor participation goals/good faith effort if goal not achieved
- SLBE/ELBE prime bidder must perform 51% of work
- SLBE/ELBE may count own participation toward goal

● *Over \$500k and under \$1 Million*

- 5% bid discount for SLBEs/ELBEs
- Bid discount based on amt of SLBE/ELBE utilization by non SLBE/ELBE up to maximum of 5%
- In event of tie between discounted bidder and non discounted bidder, discounted bidder receives award



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Discounted Bid Example

<u>Bidder</u>	<u>Amt of Responsive Bid</u>
---------------	------------------------------

A (non-SLBE)	\$700,000
--------------	-----------

B (SLBE/ELBE)	\$730,000
---------------	-----------

SLBE/ELBE Preference: $\$700,000 \times 5\% = \$35,000$

$\$730,000 - \$35,000 (\text{Bid Pref}) = \$695,000$

Bid Amount after SLBE Preference Applied

Bidder A (\$700,000) Bidder B (\$695,000)

Award to Bidder B at actual bid price

Note: Ties awarded to SLBE



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Minor Public Works

- **Over \$250k up to \$500k**

- Minor Construction Projects for certified SLBEs/ELBEs
- Should no responsible bids received, projects will be made available to all bidders and subject to requirements of Major Public Works Contracts



- **\$250k and below**

- Minor Construction Projects for certified ELBEs
- Should no responsible bids received, projects will be made available to SLBEs first then all bidders and subject to requirements of Major Public Works Contracts



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Additional Elements - Construction

● *Mentor Protégé Program*

- Existing program incorporated
- Protégés automatically approved as SLBEs/ELBEs (must receive a City certification document)
- Bid on City projects within capacity and capability
- Mentors to assist

● *Contract Sizing/Delivery*

- Smaller projects identified
- Goal Setting Committee annual review of upcoming projects – recommends sizing and delivery methods
- Executive Team reviews recommendations and sets annual targets representing balanced approach to contracting



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Additional Elements - Construction

● *Joint Ventures*

- Bid discounts allowable on specific projects

● *Bonding & Insurance*

- Exceptions to requirements may be considered
 - Dependent upon type of contract
- Owner and/or Contractor Controlled Insurance and Bonding Programs on specific projects where feasible

● *Waivers to Subcontracting Goals*

- Must meet specific criteria
- Granted by EOCP



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Consultant Contracts

- ***20% Voluntary Subconsulting Goal***
 - contracts \$50k and above
- ***Voluntary Subconsulting Goals***
 - Preference Points
 - 5 points for 20% participation
 - 10 points for 25% participation
 - 12 points for SLBE/ELBE as primes
- ***P&C - Goods & Services***
 - Bid discount of 2%
 - Contracts \$50k and above





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City Funded Consultant Contracts

● *Minor Consultant Program – 7/01/11*

- Development of program similar to Minor Construction
- \$25k & below : Must contact at least 1 firm on the City's approved SLBE/ELBE list (waived if no firms on list)
- Between \$25k and \$250k: Consultant Rotation List with EOCP requirements (for scoring)
 - Subcontractor Participation List
 - Subconsultant Commitment Letters
 - Past Participation Levels
- Over \$250K: RFP sent to Admin/EOCP to notify SLBE/ELBEs



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Additional Elements - General

- ***Office of Small Business Pilot – Small & Disadvantaged Businesses***
 - Outreach
 - Evaluation of business capacity and capabilities
 - Technical assistance to address gaps in competencies
 - Referrals to Minor Construction/Mentor Protégé Programs
 - Referrals to certification services
- ***Compliance***
 - Reduction in participation levels requires prior approval
 - Must adhere to state subcontractor substitution laws
 - Final summary reports required
 - Consequences for non-compliance
 - Annual Program Performance Reviews



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Certification

- Effective date of Program - July 1, 2010
- Must be a City of San Diego certified SLBE/ELBE to receive Program benefits
- Applications available online
 - Download an application located at www.sandiego.gov under "Business" - mail or hand deliver with the required documents to:



City of San Diego
SLBE Program Certification
202 "C" Street, Mail Station 9A
San Diego, CA 9210



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Certification Review Process

- 10 Business days
- Must meet both local and small requirements
- Granted – reapply every two years
- Denied – reapply one year after date of notice of denial
- Periodic audits, site visits
- Appeals Process





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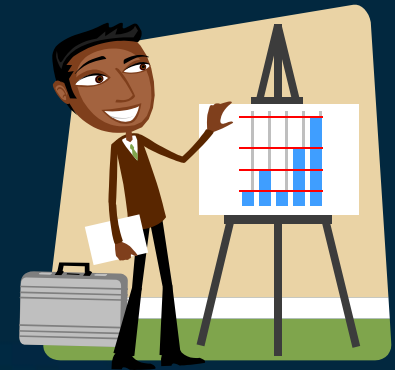
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Statistics

- 290 Certified Firms
- 111 Notices of Bid Opportunities
- 16% construction awards to certified firms
 - First 6 months of program (\$8,771,997)
- General Requirements Contracts
 - GRCS E11 Electrical Systems: KAD Group
 - GRCS M11 Mechanical Systems: AGBW dba BPI
 - GRCS P11 Right of Way Pipeline: HTA Engineering
 - GRCS T11 Street Lighting and Traffic Signals: Palm Engineering
 - GRCS B11 Building Improvements: P.W. Corporation Wade Company
 - GRCS S11 Sitework: HTA Engineering
 - GRCS R11 Roofing: no bidders, will be re-bid





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Questions about SLBE? SLBE Application Assistance?

Visit Equal Opportunity Contracting Booth



How To Do Business with the City of San Diego



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Contents

Office of Small Business

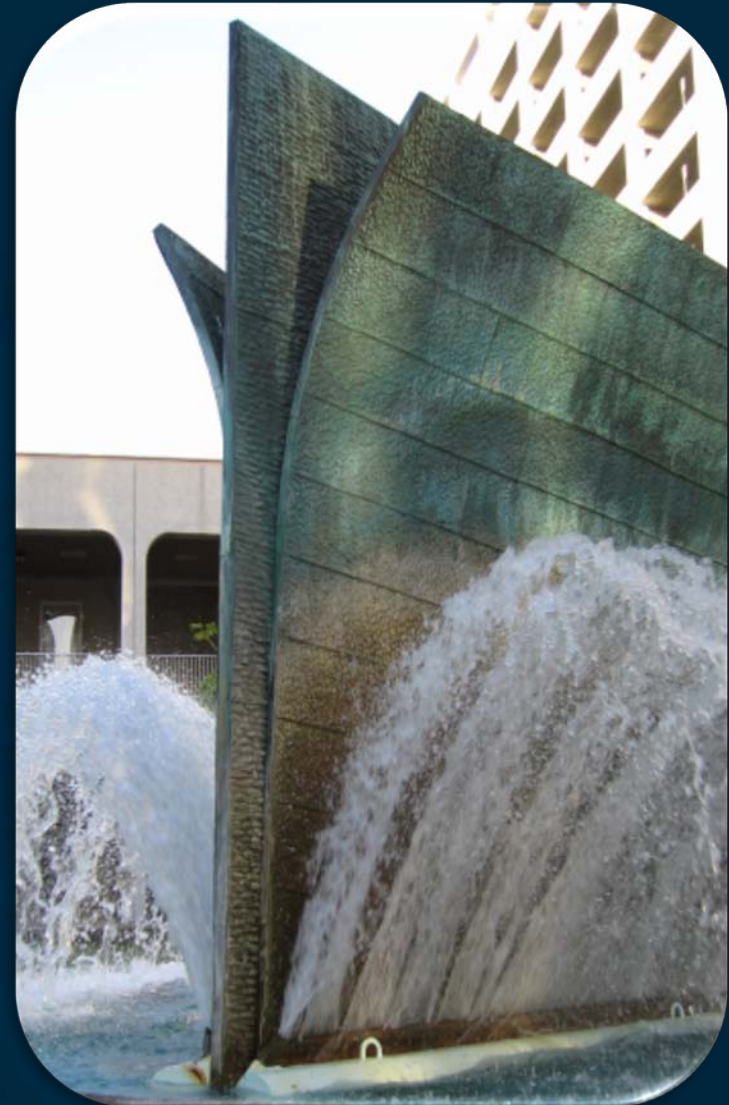
Procurement

Minor Construction

Consultant Services

Equal Opportunity Contracting

Living Wage Ordinance





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Small Business Ambassador

- “Connect the Dots”
- Ambassador to small businesses/business support orgs.
- Advocate internally & externally on small business needs
- Small Business Development Pilot Program
- Liaison to the Mayor’s Small Business Advisory Board
- Ombudsperson for small business issues or City functions



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SMALL BUSINESS Backbone of San Diego's Economy

Small businesses play an important role in the City of San Diego's quality of life & regional economic health

Small businesses (12 or fewer employees) make up 93% of all businesses registered with the City

Small businesses contribute tens of millions in annual revenue to the City through fees and sales tax



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Office of Small Business

- Office of Small Business created in January 1992
- Serves as information clearinghouse for City programs
- Provides small businesses with development programs, advocacy & referral services to enhance their success, and promote a business-friendly climate



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Small Business Programs & Services

- Start-Up Inquiries
- Referrals to Technical Assistance
- Small Business Development Pilot Program
- Citywide Grant Programs (SBEP)
- Support to BIDs/Business District Programs
- Storefront Improvement Program (SIP)



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National Public Works Week: May 15 - 21, 2011



THE CITY OF
SAN DIEGO

Storefront Improvement Program

- Enhance the “curb appeal” of small commercial structures
- Open to all businesses located in the City of San Diego with 12 or fewer employees and a valid business tax certificate
- Program provides free professional conceptual design assistance
- Eligible improvements include: awnings, lighting, signs, windows, “light” landscaping, doors, and new paint
- Completed projects are awarded 1/3 of the documented construction costs up to \$5,000



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Small Business Loan Programs

- Two small business loan funds designed to improve economically distressed areas
- Create jobs and retain employment that might be lost without funding of business
- Loan programs offer financial assistance /“gap financing” to expanding businesses/retention of businesses
- Supplement private financing of new or rehabilitated buildings, fixed machinery and equipment, working capital and soft costs
- San Diego Regional Revolving Loan Fund
- Small Business Micro Revolving Loan Fund



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Business Tax and Assessments

Annual tax based on number of employees:

- **12 employees or fewer:** \$34 (approximately 93% of all BT accounts)
- **13 employees or more:** \$125 plus \$5 per employee

Businesses within City limits charged \$17 fee (1-time) for Zoning Use Clearance upon initial application or location change

Businesses located in a BID pay additional annual assessment for promoting business within community



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THE CITY OF
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Business Improvement Districts

Authorized by State law to assess benefited businesses for cost of certain improvements & activities

City Treasurer collects assessment annually with business tax once BID is established

17 active districts (with different assessment structure)

Merchant associations, contracted by City, manage districts to provide members services & support

All funds collected for each BID go to that BID to benefit businesses & support local BID programs



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Business Improvement Districts:

- Adams Avenue
- City Heights
- College Area
- Diamond Area*
- Downtown
- East Village
- El Cajon Blvd Central
- El Cajon Blvd Gateway
- Gaslamp
- Hillcrest
- La Jolla
- Little Italy
- Midway*
- Mission Hills
- Morena*
- North Park
- Ocean Beach
- Old Town
- Pacific Beach
- San Ysidro

* Not active for FY 2011-Assessments not collected



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Small Business Ambassador

Lisa Gordon
Office of Small Business
City of San Diego
lgordon@san-diego.gov

or

visit the Office of Small Business booth



THE CITY OF SAN DIEGO

Purchasing & Contracting

BEST VALUE • SERVICE • HEART • INNOVATION



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THE CITY OF
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Coordination of Functions

City's procurement and contract functions are coordinated into one department & location:

- Procurement of goods & services

- Construction

- Minor Construction

- Consultant Services



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THE CITY OF
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Department Org Structure

PURCHASING & CONTRACTING DEPARTMENT

PROCUREMENT

Goods & Services

CONSTRUCTION

Minor Construction

**ARCHITECTURAL &
ENGINEERING**

Consultant Services



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THE CITY OF
SAN DIEGO

What the City Buys

Services:

Landscape
Janitorial
Security
Pest Control
Printing
Uniform

Commodities:

Vehicles
Animals
Chemicals
Clothing
Audio visual
Plants



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THE CITY OF
SAN DIEGO

Competitive Bids

Estimated Value:

Up to \$5,000

\$5,001-\$10,000

\$10,001-\$50,000

Over \$50,001

City Charter Requires:

1 quote

More than 1 quote

5 quotes

Official advertisement



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THE CITY OF
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Get Started with Procurement

Register with the City (more info coming up)

Contact Procurement /Contract Specialist for your commodity & describe your business

Consider Certification (if applicable)



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THE CITY OF
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Contractor/Vendor Registration

Can your business provide something our City needs? Let us know.

CONTRACTOR/VENDOR REGISTRATION

NEW!

Now required for:

- ➔ Bid Submittal
- ➔ Invoice Payment
- ➔ Contract Award



Easy online registration:
www.sandiego.gov/purchasing

[SELECT VENDOR INFORMATION](#) > [GETTING STARTED](#)
▶ [CONTRACTOR/VENDOR REGISTRATION FORM](#)

Registration now required

www.sandiego.gov



The City of San Diego

America's Finest City





BEST OF THE WEB
2010 FINALIST

[HOME](#) | [BUSINESS](#) | [CITY HALL](#) | [COMMUNITY](#) | [DEPARTMENTS](#) | [INFORMATION](#) | [LEISURE](#) | [SERVICES A-Z](#) | [VISITING](#) [SEARCH](#)

MOST REQUESTED LINKS

- [Public Library](#)
- [Employment Opportunities](#)
- [Police Department](#)
- [Water Rates](#)
- [Park and Recreation](#)
- [Parking Citations](#)
- [Development Services](#)
- [San Diego Beaches](#)
- [Municipal Code](#)
- [Fire-Rescue and EMS](#)



NATIONAL PUBLIC WORKS WEEK IS MAY 15 - 21

Featuring the 3rd Annual Potential Bidders Conference. Sign up now to learn how to do business with the City. This conference is free, but space is limited, so sign up today! [More event information.](#)

[Photo Feature Archive](#)

CITIZEN SERVICES DIRECTORY

[SIGN UP FOR ALERT SAN DIEGO](#)

INVESTOR INFORMATION

THE ONLY INFORMATION ON THIS WEBSITE INTENDED FOR THE INVESTOR COMMUNITY



Make online payments:

[GO](#)

Sign up for email updates:

[GO](#)

Access online services:

[GO](#)

MAYOR JERRY SANDERS



[MAYOR'S HOME PAGE](#)

[CITY ORGANIZATION CHART](#)

[CITY COUNCIL](#) [CITY CLERK](#)

[CITY ATTORNEY](#) [PERSONNEL](#)

[CITY AUDITOR](#) [INDEPENDENT BUDGET ANALYST](#)

[County](#) | [State](#) | [Federal](#)



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www.sandiego.gov/purchasing

Purchasing

"Procuring the Best for Less"

- Bid & Contract Opportunities
- Vendor Information
- Procurement Specialists
- Consultant Services
- FAQ
- Contact Purchasing





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THE CITY OF
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Purchasing

Vendor Information



Important forms and information for vendors interested in doing business with the City of San Diego Purchasing & Contracting Department.


Legal Authority

For legal documents that govern the bidding requirements of the City of San Diego, please refer to City Charter [Article V, Section 35](#) (PDF: 57KB), which outlines the responsibilities of the Purchasing & Contracting Department, and [Chapter 2, Article 2, Division 32](#) (PDF: 25KB) of the Municipal Code, which describes when contracts may be entered into and whether a contract must be competitively bid.

Purchasing & Contracting Workshops

The Purchasing & Contracting Department conducts free workshops for vendors and service providers on how to conduct business with the City of San Diego. Check the schedule of [workshops](#) (PDF: 47KB) for more information.

Contractor/Vendor Registration

- 
- View the [Commodity Listing](#) (PDF: 172KB) to see the types of commodities the City purchases.
 - [Register with the City](#) to bid for City contracts.
 - For small and emerging businesses, please visit Purchasing & Contracting Department's [Vendor Outreach](#) program.



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THE CITY OF
SAN DIEGO

Purchasing & Contracting

Contractor/Vendor Registration



Contractor/Vendor Registration

All prospective bidders, as well as existing contractors and vendors, are required to complete and submit the Contractor/Vendor Registration form. Registration will be a prerequisite for the following:

- Submission of future prime contract or subcontract bids for City projects;
- Acceptance of all future vendor and contractor bills and invoices submitted to the City; and
- Award of all future contracts issued by the City.

Contractor/Vendor Registration shall remain valid for two years from the date the registration form is originally submitted, and must be renewed at that time.

To Register with the City

Download and complete the [PDF version of the Contractor/Vendor Registration Form](#) (PDF: 115KB) and mail to Purchasing & Contracting Department, 1200 Third Avenue, Suite 200, San Diego, CA, 92101 or fax to (619)236-5904.



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THE CITY OF
SAN DIEGO

Enhance Chances for Successful Bid

Check website for bid opportunities

When Notice of Bid Opportunity is advertised,
contact Procurement Specialist to ask about previous
contract info, such as:

Pricing

Payment terms

Procurement Website

www.sandiego.gov/purchasing

Purchasing

"Procuring the Best for Less"

- Bid & Contract Opportunities
- Vendor Information
- Procurement Specialists
- Consultant Services
- FAQ
- Contact Purchasing





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THE CITY OF
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City of San Diego
Purchasing & Contracting Department

1200 Third Avenue, Suite 200
San Diego, CA 92101-4195

619/236-6000
purchasing@sandiego.gov

or

visit the Purchasing & Contracting booth



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THE CITY OF
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Insurance Requirements

- **Commercial General Liability** - should be written on an ISO Occurrence form CG 00 01 07 98 or equivalent form. Limits are \$1 million each occurrence and \$2 million general aggregate.



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THE CITY OF
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Insurance Requirements

- **Automobile Liability** - shall be written on an ISO for CA 00 01 12 90, a later form, or equivalent form.



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THE CITY OF
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Insurance Requirements

- The City of San Diego must be named as **additional insured** on **Commercial General Liability and Automobile Liability** coverage.
(2) A separate Additional Insured Endorsement page also listing the “City of San Diego, its respective elected officials, officers, employees, agents, and representatives” as an additional insured.



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THE CITY OF
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Insurance Requirements

- The Workers Compensation policy must be accompanied by a separate endorsement for the **Waiver of Subrogation of rights.**



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Insurance Requirements

- A notation of “**All Operations**” or **Bid/P.O. number and /or Job Title** must be included on the certificate (one (1) per certificate).



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Insurance Requirements

- **Certificate Holder Information must read as follows:**
- City of San Diego, Purchasing & Contracting Department
- 1200 Third Avenue, Suite 200
- San Diego, CA 92101-4195



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THE CITY OF
SAN DIEGO

Insurance Coordinator
Yolanda Kelly

ykelly@san diego.gov

619/236-6254 ofc

619/533-6115 fax

1200 Third Avenue, Suite 200
San Diego, CA 92101-4195

or

visit the Purchasing & Contracting booth



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THE CITY OF
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Consultant Rotation List

Managed by the City of San Diego

Used by:

- City of San Diego
- County of San Diego
- Port of San Diego

Consultant fee up to \$250,000

25 disciplines



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THE CITY OF
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Consultant Rotation List

City's Consultant Rotation List is a comprehensive, diverse info bank of pre-qualified architectural, engineering & related professional services consultants.

Consultants interviewed and contracts awarded directly from the Consultant Rotation List.

Five or fewer Consultant firms interviewed for each project.



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THE CITY OF
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Architecture and Engineering Disciplines

1. Airport Engineering
2. Architecture
3. Community Relations
4. Construction Management
5. Field Inspection
6. Geotechnical
7. Historic Preservation
8. Landscape Architecture
9. Marine Engineering
10. Planning Services
11. Structural Engineering
12. Traffic Engineering
13. Civil Engineering
14. Corrosion Engineering
15. Electrical Engineering
16. Biological Services
17. Cultural Resources
18. Environmental (General)
19. Hazardous Materials
20. Mechanical Engineering
21. Plan Checking
22. Project Management -Staff
23. Subsurface Utility Eng.
24. Surveying
25. Water/Wastewater/
Storm water Engineering



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THE CITY OF
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Annual Dates for Rotation List

Open enrollment period:

- between early May & early July
for following year's list

Requests for Qualification (RFQ):

- available in early May each year

Statement of Qualifications (SOQ):

- due in early July



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THE CITY OF
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**Consultant Services Coordinator
John Mendivil**

619/235-5855

JMendivil@sandiego.gov

**1200 Third Avenue, Suite 200
San Diego, CA 92101-4195**

www.sandiego.gov/purchasing/

**or
visit the Purchasing & Contracting booth**



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THE CITY OF
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Equal Opportunity Contracting

Equal Opportunity Contracting Program is a leader & a partner in public works contracting for the City of San Diego & the community we serve

We honor the public's trust by actively encouraging fair dissemination of public contracting dollars



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THE CITY OF
SAN DIEGO

EOCP's Mission

Enforce public contracting regulations

Administer Federal, State & City equal opportunity laws

Conduct broad outreach efforts to increase diversity of the contracting community

Develop partnerships with contracting community, emerging businesses & client departments



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THE CITY OF
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Contract Compliance

Contractor Compliance Program administers equal employment & subcontracting opportunity requirements for the City of San Diego

Ensures prime contractors & subcontractors comply with the City's **Equal Employment Opportunity Outreach Program**

To ensure success of each City contract, project is assigned to a **Contract Compliance Officer**



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THE CITY OF
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Contract Compliance Functions

Analyze Work Force Reports & subcontractor participation data prior to award

Review Equal Employment Opportunity Plans

Analyze monthly invoicing reports to monitor subcontractor participation

Report statistics for subcontractor usage on Public Works contracts and A/E Consultant contracts



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THE CITY OF
SAN DIEGO

Labor Compliance

Labor Compliance Program administers prevailing wage & apprentice utilization requirements for City

Prevailing wages are specific, minimum hourly wage rates determined by State or Federal government for trades working on public works projects

Contract Compliance Officer presents **labor compliance requirements** at pre-construction conference



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THE CITY OF
SAN DIEGO

Labor Compliance Functions

Monitor certified payroll records & apprentice usage

Conduct on-site inspections & interviews during project

Determine conformance with State and Federal Regulations by contractors and subcontractors

Resolve issues of incorrect classification & under-payment of wages

EOCP's Website

www.sandiego.gov/eoc

**THE CITY OF SAN DIEGO**

Home | Contact the City

Business | City Hall | Community | Departments | Information | Leisure | Services A-Z | Visiting

EQUAL OPPORTUNITY CONTRACTING

[EQUAL OPPORTUNITY CONTRACTING HOME](#) | [ABOUT EOC](#) | [CONTRACT COMPLIANCE](#) | [LABOR COMPLIANCE](#) | [BUSINESS OPPORTUNITIES CENTER](#) | [CONSULTANTS](#) | [DISADVANTAGED BUSINESS ENTERPRISE](#) | [FORMS](#)

Equal Opportunity Contracting



I want to...

- [Apply for Disadvantaged Business Enterprise Certification](#)
- [Register as a Minor Construction Contractor](#)
- [Sign up for the PAC Directory](#)
- [Download forms](#)
- [Visit the Bids & Contracts Web Page](#)
- [Visit the Engineering & Capital Projects Web Page](#)

Featured Services

- [Contractor Payment Information](#)
- [Upcoming minor construction bids](#)
- [View PAC contractor list](#)



- About EOC**
[Contact EOC](#), [Citizens Equal Opportunity Commission](#)
- Contract Compliance**
[Subcontractor Outreach Program \(SCOPE\)](#), [Good Faith](#), [Resources and Forms](#), [Contractor Payment Info](#)
- Labor Compliance**
[Compliance Manual \(PDF\)](#), [Pre-Construction Conference](#), [Prevailing Wage](#), [Certified Payroll](#), [Apprenticeship Links](#)
- Consultants**
[Consultant Services](#), [Recruitment Consortium](#)
- Disadvantaged Business Enterprise (DBE)**
[Requirements and Application](#)
- What's New**
- Videos and Multimedia**
- Forms**





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EOC Program
Henry Foster

hfoster@sandiego.gov

www.sandiego.gov/eoc

Or
visit the Purchasing & Contracting booth



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THE CITY OF
SAN DIEGO

Living Wage Ordinance



Service contracts \$25,000+

Examples of services:

janitorial • security guards
landscaping • street cleaning

Contracts not covered:

- purchase of goods
- construction
- “professional” services



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THE CITY OF
SAN DIEGO

LWO Employer Requirements

Pay fixed wages to covered employees:

\$11.14/hr + \$2.23/hr in health benefits

or full cash wage of \$13.37/hr

(annual increase on July 1)

Provide days off: 10 paid + 10 add'l unpaid per year

Submit: *Certification of Compliance*

Post/distribute: *LWO Notice to Employees*



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THE CITY OF
SAN DIEGO

LWO Employer Exemption

Firm may apply for exemption if:

- 12 or fewer employees, including parent, subs
- firm is 501(c)(3) non-profit
- Collective Bargaining Agreement supersedes LWO

Each exemption:

- must be requested on City's form
- requires documentation
- applies only to single contract

Exemption requires LWO Program approval



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LWO Program Activities

Assist contractors to understand & meet obligations

Investigate LWO covered employee complaints

Conduct LWO compliance reviews:

- review payroll records
- interview employees
- issue written findings

Provide annual LWO report to City Council



Administration Department

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Programs

- [Programs Home](#)
- [Citizens' Assistance](#)
- [Emergency Medical Services Program](#)
- [Equal Benefits Program](#)
- [Equal Opportunity Contracting](#)
- [Living Wage Program](#)
 - [When Does the Living Wage Ordinance Apply?](#)
 - [Employer Requirements](#)
 - [Rates, Rules, Forms & Annual Reports](#)
 - [City Facility Agreements](#)
 - [Companion Ordinances](#)
- [Mentor Protégé Program](#)

Living Wage Program

The Administration Department ensures compliance with the Living Wage Ordinance by assisting contractors in understanding obligations, monitoring contracts, maintaining records, conducting reviews, investigating complaints, and providing annual reports to Council.

[San Diego Municipal Code Division 42](#) (PDF) states the LWO "advances the interests of the City as a whole by creating jobs that keep workers and their families out of poverty... Paying service employees a living wage is intended to improve the quality of services provided to the City and to the public by reducing high turnover, absenteeism, and instability in the workplace."

The following information is provided to assist in understanding the LWO:

- [When Does the Living Wage Ordinance Apply?](#)
- [Employer Requirements](#)
- [Rates, Rules, Forms & Annual Reports](#)
- [City Facility Agreements](#)
- [Companion Ordinances](#)



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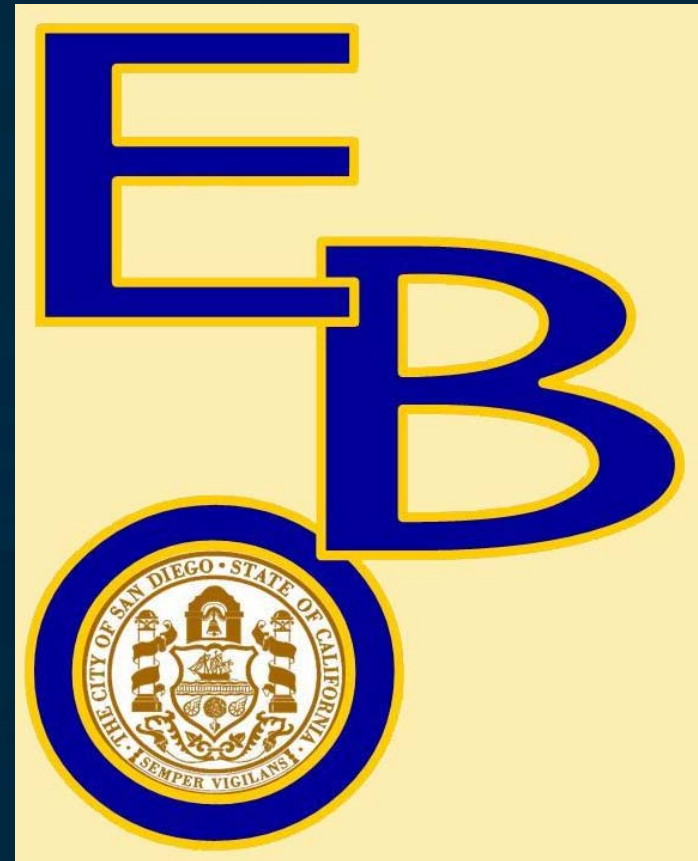
Equal Benefits Ordinance

All City contracts:

- goods, services
- construction
- consultant services
- City grants, City leases

Not covered:

- subcontracts
- sole source
- government agency
- gifts





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EBO Definitions

Domestic partner means 2 adults, of the same or different sex, registered as domestic partners with a government entity or an employer's internal registry.

Benefits include –

- medical, dental, vision insurance
- pension, retirement, 401(k) plans
- family, parental, bereavement leave
- childcare, discounts, credit unions
- any other benefit



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EBO Employer Requirements

Offer the same benefits to employees with spouses and employees with domestic partners

Any benefit not offered to employee with spouse
not required to be offered to employee with
domestic partner

Submit *EBO Certification of Compliance*

Notify employees of firm's equal benefits policy

Allow City access to records to verify compliance



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THE CITY OF
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EBO Covered Employees

Contractor must offer equal benefits to:

All employees at contractor's operations –

- within City limits, whether or not employees perform work on the contract
- on City owned/operated property outside City limits, if contractor's presence connected to contract

Only employees who work on the City contract –

- if employees located outside City limits, but in U.S.



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EBO Compliance Status

Compliant:

- identical benefits to spouses & domestic partners
- no benefits to spouses or domestic partners
- no employees
- collective bargaining agreement

Request approval to pay Cash Equivalent:

- made reasonable effort to comply
- unable to comply by contract's end
- must notify employees & extend available benefits



Administration Department

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Programs

- [Programs Home](#)
- [Citizens' Assistance](#)
- [Emergency Medical Services Program](#)
- [Equal Benefits Program](#)
- [Equal Opportunity Contracting](#)
- [Living Wage Program](#)
- [Mentor Protégé Program](#)

Programs

The Administration Department manages the following programs:

Citizens' Assistance

[Citizens' Assistance](#) operates the City Information Center in the lobby of the City Administration Building; maintains a citywide employee database and internet information resource database; schedules use of the City Administration Building lobby displays; produces bilingual resource documents; administers the Citywide Route Slip Tracking System for responses to public inquiries, complaints, and service requests directed to the City's legislative officials; and performs as-needed ombudsman services for customers.

Emergency Medical Services (EMS) Program

The [Emergency Medical Services Program](#) provides oversight and administration of the City's contracts for EMS and medical transportation services as well as the City EMS Medical Director.

Equal Benefits Program

The [Equal Benefits Program](#) ensures compliance with the Equal Benefits Ordinance (EBO) by assisting contractors in understanding obligations, monitoring contracts, maintaining records, conducting reviews, investigating complaints, and providing reports as needed.



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THE CITY OF
SAN DIEGO

**Manager, Living Wage & Equal Benefits
Nora Nugent**

**619/533-3948
NNugent@sandiego.gov**

**202 C Street, MS 9A
San Diego, CA 92101-4195**

www.sandiego.gov/administration/



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Additional Questions?

Email:

engineering@sandiego.gov